

CITY OF HELENA



Position Title: Human Resource Director Department: Human Resources

Position #: 14607

Grade: 166

EEO Category: (02) Professional

FLSA: Exempt

EEO Function: (01) Financial Admin.

Work Comp Code: 8743

DEFINITION

Under general administrative direction of the City Manager, supervises, plans, and coordinates the activities and operations of the Human Resources Department; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the City Manager.

SUPERVISION RECEIVED

Supervised by the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over Risk Manager, HR Specialist and Payroll Technician.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for the Human Resources Office including payroll administration, contract negotiations and arbitration, collective bargaining agreement administration, safety, risk management, recruitment, selection, and placement services, ADA administration, benefits administration, personnel records maintenance, employee service awards programs, and the administration of the classification, job evaluation, and performance appraisal systems.

Assure the City's compliance with policies, contracts, and ordinances, as well as Federal, State, and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.

Acts as legislative lobbyist on behalf of the city with regard to Human Resource matters and as an expert witness if called upon by a different active or interim legislative committees.

Participate in the development and implementation of goals, objectives, policies, and priorities for Human Resources Office programs and services; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Human Resources Office; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.

Act as permanent chairperson for the City Safety Committee and coordinate training activities with the Risk Manager

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Human Resources Office budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Important & Essential Duties cont.:

Prepare for and assist in union-management contract negotiations, grievances, and arbitration; administer the provisions of existing employee contracts and agreements; advise staff regarding provisions of contract.

Interpret, explain, and administer City Personnel Policies; coordinate the revision and addition of City Personnel Policies.

Administer employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedures; participate in hearings and assist management staff in preparing and processing response to grievances.

Work with the City Attorney to defend City actions on grievances and arbitrations; represent the City at hearings and in courts of law in cases concerning human resources management and City actions.

Administer promotion, transfer, and separation procedures of current employees; develop recruitment guidelines; review recruitment notices and classified advertisements for new or vacant positions; recommend and supervise selection committee members in reviewing job applications and interviewing applicants for vacant positions; assist City Manager and Department heads in the final selection of applicants; ensure recruitment and selection process compliance with Federal and State laws, codes, and regulations including EEO, ADA, and AA.

Provide training in the areas of supervision, recruitment and selection, drug testing policies and other HR related areas.

Direct and participate in the administration of the City's classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate, and make recommendations on proposed job reclassifications.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Human Resources programs, policies and procedures as appropriate.

Serve as the City's Affirmative Action Officer; initiate, develop, and recommend policies and procedures; assure compliance with State and Federal Equal opportunity employment laws and regulations; participate in preparing for and defending EEO charges filed against the City.

Direct the preparation and maintenance of personnel records and reports, employee handbooks, orientation manuals, and other publications on employee working conditions and benefits.

Establish and administer the City's performance appraisal programs; review evaluations for completeness, accuracy, and conformance with personnel policies and administrative guidelines; counsel management and supervisors concerning practices.

Administer scheduled Civil Service exam for police and fire fighter candidates; administer promotional exams for Police and Fire departments.

Serve as a coordinator and liaison for the City and Civil Service Commission.

Review employee benefit package and recommend changes consistent with laws and policies; request bids for benefit services from outside agencies as needed.

Administer the annual City Employee Service Award Program.

Provide periodic reports and presentations to the City Commission at Administrative and/or regular Commission meetings.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Important & Essential Duties cont.:

Provide staff assistance to the City Manager and all Department Heads; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

Operational characteristics, services, and activities of a human resources program.

Modern and complex principles and practices of personnel administration.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

State and Federal safety rules and regulations.

Principles and practices of payroll administration, record keeping and reporting.

Principles and practices of collective bargaining and labor relations.

Techniques of recruiting, interviewing, and selecting applicants for employment.

Wage and salary/benefit administration principles and practices.

Principles for job evaluation and analysis.

Principles and methods of training and education.

Principles of mathematical and statistical computations.

Pertinent Federal, State, and local laws, codes, and regulations including those governing collective bargaining and employee relations.

Principles and practices of data collection and report preparation.

Modern office practices, methods, and computer equipment.

Principals and procedures of record keeping.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Manage and coordinate the work of technical and clerical personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Prepare and administer budgets.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Organize and administer a variety of human resource functions.

Identify and resolve sensitive and complex employee relations' problems.

Compile and maintain complex and extensive records and prepare reports.

Maintain confidentiality of sensitive information and data.

Prepare and maintain accurate and complete records.

Prepare clear and concise administrative reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to work in a standard office environment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible personnel administration experience including supervisory and administrative experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resources, business administration, public administration, or a related field.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____

Effective Date: May 2007